

1. Insert 2 columns to the right of the column with the names
2. Select the column containing the names
3. Click the Data tab
4. Click the Text to Columns button
5. Click Delimited and Next
6. Select the Delimiters (i.e. comma and space)
7. Select Text
8. Select Destination (Click the Cell Selector button)
9. Click Finish

Left Function

The Left functions returns the specified number of characters counting from the left of the selected cell.

Formula: =LEFT(cell, number of characters)

Function	J2	After
=LEFT(J2, 1)	California	C
=LEFT(J2, 2)	California	Ca
=LEFT(J2, 3)	California	Cal

COMBINING TEXT

The Concatenate function allows you to combine text. You can combine text from cells or other characters enclosed in double quotes ("").

Concatenate with a Space

Concatenate with a space allows you to combine text with a space between them, such as first and last names

Formula: =CONCATENATE(D2, " ",C2)

- D2 represents the cell with the first name
- C2 represents the cell with the last name
- " " represents a space between the " (double quote)

C2	D2	After
Washington	George	George Washington
Truman	Harry	Harry Truman

Concatenation with a Comma

Concatenate with a comma allows you to combine text with a comma and a space between them, such as last name, first name

Formula: =CONCATENATE(C2, ", ",D2)

- D2 represents the cell with the first name
- C2 represents the cell with the last name
- ", " represents a comma and space between the " (double quote)

C2	D2	After
Washington	George	Washington, George
Truman	Harry	Truman, Harry

SUMMARIZING TEXT

You can perform calculations using cells containing text. You can even perform calculations based on a condition being met.

COUNTA

The COUNTA function allows you to count cells containing text. It will also count any spaces or hidden characters present in a cell.

Formula: =COUNTA(Range)

- Range represents the cells, row, or column that you want to count

Example: You want to know how many people?

=COUNTA(A2:A5) results in 4

	A	B
1	Name	State
2	George	California
3	Harry	California
4	James	California
5	Theodore	California

COUNTIFS

The COUNTIFS function allows you to count a range of cells based on the cell contents containing specific text. It will also count any spaces or hidden characters present in a cell.

Formula: =COUNTIFS(Range, Criteria)

- Range represents the cells, rows, or column that you want to count
- Criteria represent the condition to be met wrapped in "" (double quotes)

Example: You want to know how many students live in Arvin

=COUNTIFS(A2:A4, "Arvin") results in 2

	A	B
1	City	State
2	Arvin	California
3	Bakersfield	California
4	Arvin	California

SUMIFS

The SUMIFS function allows you to add a range of cells based on the cell contents containing specific text.

Formula: =SUMIFS(Range, Evaluate, Criteria)

- Range represents the cells, rows, or column that you want to add
- Evaluate represents the cells, row, or column that you want to evaluate
- Criteria represent the condition to be met wrapped in "" (double quotes)

Example: You want to know how much students living in Arvin spend on transportation

=SUMIFS(B2:B4, A2:A4, "Arvin") results in 220

	A	B
1	City	Transportation Cost
2	Arvin	100
3	Bakersfield	20
4	Arvin	120

VISUALIZING TEXT

Wingdings

Wingdings is a font. You can use this font and an lower case n to represent Yes, received, attending, or whatever you like. To use change the font to Wingding.

	Before	After
George	Yes	■
Harry	No	

Format as Table

The Format as Table allows you to format your table using one of predefined color palettes. To begin,



1. Select your data
2. Click Format as Table
3. Select a color palette

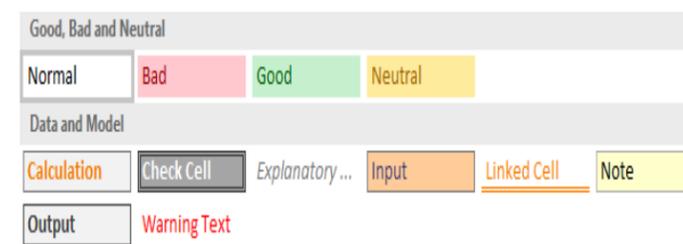


4. Check My Data has Header (optional)
5. Click OK

Cell Styles

You can apply predefined fonts and colors to a cell, row, or column using Cell Style. To begin,

1. Select the desired range
2. Click the desired Cell Style



ORGANIZING TEXT

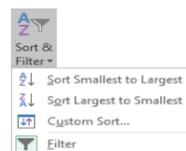
You can organize your text using filters, text filters, sorting, and custom sorting.

FILTERS

Filters allow you to select the type information you want to see and filter the rest out.

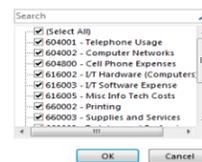
To activate filters,

1. Highlight Row 1 (This should be the row with your data headers)
2. Click Sort & Filter
3. Click Filter



To use filters

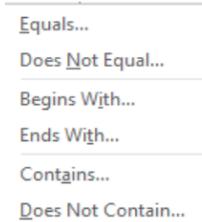
1. Click the down arrow beside the desired column heading
2. Make your selections
3. Click OK



TEXT FILTERS

Text Filters allow you to refine your filtering selection. You can choose from several options, such as contains, begins with, etc.

1. Click the down arrow beside the desired column heading
2. Select Text Filter from the pop-up menu
3. Make a selection
4. Enter your criteria
5. Click OK

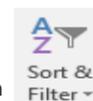


SORTING

You can sort your information by the first column, a specific column, or multiple columns in a specified order.

Sort by first column

1. Select your data
2. Click the Sort & Filter button



Sort by specific column

1. You can sort any column by clicking the down arrow beside the desired column heading
2. Choose your sort order
You can sort in descending, ascending, or by color

